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17 October 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

1. Internal Training

a. Orientation for Overseas. Sometime ago the DD/P requested and was furnished information about this two-day program which is given monthly for Agency employees and their adult dependents who are going overseas for the first time. He has now called a meeting for 18 October to discuss this program and possible ways to improve it. Others attending will be the DTR, DDP/TRO, and the course instructor.

b. New Instructors for Language School. Two new contract instructors, one who will teach Vietnamese and the other Indonesian, reported for duty last week. Each will teach on a part-time basis. Processing is under way on several other instructors for Greek, French, Turkish, Japanese, Spanish and Vietnamese. Most of these will replace instructors who have left the Agency.

c. Special Basic Courses for [redacted] Personnel. This week, two instructors from the Intelligence School are in [redacted] to present a three-day version of the Introduction to Intelligence course for about 15 staffers at an [redacted] installation. Next week, two instructors from the School of [redacted] 25X1A8a

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International Communism will present an abbreviated introductory communism course for the same group.

2. External Training

a. Agency-Sponsored, Part-Time Training. This fall, the Agency is sponsoring 266 employees taking part-time programs at 19 different universities, colleges, or technical schools in the local area. Tuition costs are about \$48,000. The wide range of studies includes basic statistics, electronics, area studies, data processing, engineering, physics, business administration and many others. The above does not include employees sponsored for the Agency's Off-Campus Program.

b. National War College Students to Visit UN. Two Agency repre-



c. Enrollments for Next NIS Stand at Three. Filling of the Agency's quota for the next National Interdepartmental Seminar beginning 21 October has been hampered by State's tight scheduling of the seminars. As of 17 October there are three Agency candidates.

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25X1A6a 3. Topics

a. Two Students Sustain Minor Injuries. Operations Course, Phase II, students completed [REDACTED] on 25X1A6a

4 October. There were no injuries related to the training exercises, but one student broke a finger during a game and another broke a bone in his foot while helping put out a forest fire. The students continued in training without interruption.

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b. General Visits [REDACTED] was asked to [REDACTED] 25X1A6a render some support for the visit to [REDACTED] of [REDACTED] 25X1A6a

25X1X7

25X1X7 [REDACTED] on 5 October. Two [REDACTED] officers, who know the 25X1A6a General personally, accompanied his group on the tour of the city. Any 25X1A6a mention of [REDACTED] was scrupulously avoided.

c. Midcareer Course Begins. Midcareer Executive Development Course #18 began on 13 October with Phase I, the Managerial Grid. Phase II, beginning on 21 October, involved guest-speaker appearances by senior Agency officials. Approximately 18 special trips [REDACTED] 25X1A2g

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[REDACTED] have been planned to provide for their transportation during a two-week period.

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1. Non-Agency Briefings

During this reporting period, the following non-Agency briefings were given:

At Bolling Field, at a meeting of FLEA, the informal association of law enforcement officers in the metropolitan area, a special briefing on CIA.

At Fort Holabird, 86 officers enrolled in the current Military Staff Officer Advanced Course on the "Missions, Functions, and Organization of CIA."

At Fort Holabird, 24 foreign students in the current Senior Foreign Officer Course on "Scientific Intelligence" and "Current Soviet Trends."

At FSI, 42 State and USIA students in Basic Foreign Service Officers Course on the role of the Agency and the National Security Structure.

At AID, 11 students in Orientation Course on the Agency's overseas functions.

At the [REDACTED] 18 members of the Senior Class on "Targets of Insurgency."

for John Richardson
Director of Training